# SHARED ORGANIZATIONAL PROCESSES BETWEEN THE BUSINESS ANALYSTS AND SECRETARIES

## (September 17, 2003)

# SHARED ORGANIZATIONAL PROCESSES BETWEEN THE BUSINESS ANALYSTS & SECRETARIES

| PROCESSES | MANAGER | SECRETARY | SLS OFFICE |
|---|---|---|---|
| ACTIONS<br><br>**A.** Budget and Personnel Actions | **A.** *Originating office forwards the action to the SLS with detailed requirements and a suspense date. | **A.** *SLT secretaries receive actions from SLS with detailed instructions.<br><br>*SLT Secretary distributes actions within their own organizations, collects and consolidates responses by requested date.<br><br>*Once approved, the SLT Secretary forwards the consolidated response to the SLS mailing list. (#ACT-ACX-005-FAA-only) | **A.** *SLS distributes actions to SLT Secretaries and sets suspense date.<br><br>*Consolidates the responses received from the SLT offices.<br><br>*SLS provides completed action to the requesting organization.<br><br>*Provides guidance and advice to customer organizations. |
| **B.** Awards & Training Actions | **B.** All Award and Training actions are to be forwarded to ACH-1 for review per published procedures. | **B.** *ACH-1 will forward the action to the SLT Secretaries for dissemination within their own organizations.<br><br>*SLT Secretary distributes actions within their own organizations, collects and consolidates responses by requested date.<br><br>*SLT Secretary reviews the consolidated response with the SLT Manager.<br><br>*SLT Secretary forwards consolidated response to ACH-1 with a copy to the SLS mailing list. (#ACT-ACX-005-FAA-only) | **B.** *The SLS receives a copy of the action response from the SLT Secretaries.<br><br>* The Business Analyst will review the action to ensure funding is available.<br><br>*If funding is not available, the Business Analyst will notify the appropriate SLT Secretary. |
| **(Actions continued on next page)** | | | |

| | | | |
|---|---|---|---|
| **C.** All Other Actions | **C.** *The originating organization provides detailed action requirements and suspense date to the SLT Secretary. | **C.** *Distributes action with detailed requirements within their own organization.<br><br>*Collects responses and consolidates at the SLT level.<br><br>*Forwards response to originating office, if Budget or Personnel related forwards a copy to the SLS mailing list. (#ACT-ACX-005-FAA-only)<br><br>**Note: The Avery Correspondence System will be deployed and implemented October 1, 2003, to all Group Secretaries and above and their Managers.** | **C.** *The SLS receives a copy of action response if Budget or Personnel related.<br><br>*The SLS provides guidance and advice to customer organizations. |
| Awards | *Manager provides award justification to the secretary.<br><br>Note: If QSI, provide a copy of employee's performance appraisal cover sheet with the justification. | *Secretary prepares the justification letter and/or certificate for signature of approving official/s.<br><br>*Forwards the approved justification letter to SLS for review and signature (original and 3 copies).<br><br>*Secretary will file the final justification letter in the EPF. | *The SLS reviews and signs the justification letter.<br><br>* Forwards a copy of the justification letter to HR.<br><br>*The Business Analysts will number the award on the SLS copy using the following numbering system: fiscal year-routing symbol-doc type-sequential number<br>04ACX060AWD001<br>04ACX060AWD002 and so on<br><br>**Note: ACX-5 will have an Excel file on our shared directory for tracking these numbers; allowing us to back each other up when necessary.**<br><br>*The SLS enters document into the financial system using the standard sequential numbering system for reconciliation purposes.<br><br>*The SLS returns original and one copy to the originating organization for presentation to employee and filing in the EPF.<br><br>*The SLS provides guidance and advice to customer organizations. |

| | | | |
|---|---|---|---|
| Procurements Requests (PR's) | *Manager reviews and approves PR and forwards to ACX-5 for review and fund certification. | *Secretary receives all pertinent information from requestor to create PR.<br><br>*Prepares the PR in the current electronic system and attaches all necessary documentation.<br><br>*Routes PR electronically to manager for review and approval.<br><br>*When items cannot be attached to the PR (i.e., floor plans), the Secretary provides a hard copy of the PR and necessary supporting documentation to the Contracting Office and the SLS. | *SLS reviews and certifies PR's<br><br>*Electronically forwards to Contracts.<br><br>Note: If a special approval is required (i.e., space, library, etc.), SLS will forward to the appropriate person, who will then forward the PR to contracts upon their review/approval.<br><br>*The SLS enters document into the financial system using the standard sequential numbering system for reconciliation purposes.<br><br>*The SLS provides guidance and advice to customer organizations. |
| Supply Actions | *Manager reviews and approves supply actions. | *Receives all pertinent information from the requestor to prepare the Supply Action (SA) using CT Form 4730-3.<br><br>*Will use the following sequential numbering system: fiscal year-routing symbol-doc type-sequential number <span style="color:red">04ACX001SA001 04ACX001SA002 and so on</span><br><br>*Forwards the SA to the manager for approval.<br><br>**A cost estimate must be included.**<br><br>*Forwards the approved SA to the SLS for fund certification. | *Reviews and fund certifies the SA.<br><br>*If the document does not contain the standard numbering sequence, the SLS will return it to the Secretary for correction.<br><br>*SLS enters document into the financial system using the standard sequential numbering system for reconciliation purposes.<br><br>*Returns the SA to the originating office for processing.<br><br>*The SLS provides guidance and advice to customer organizations. |

| Travel Authorizations and Vouchers | *Manager approves or disapproves written travel requests provided by the employees.<br><br>*Manager receives the fund certified authorization, voucher, and/or amendment; reviews, approves, and electronically routes the document to the Accounting Office for processing. | *Secretary receives completed/approved written travel request from the manager.<br><br>*Secretary creates authorization, amendment, and/or cancellations in electronic system (TeServ) and saves the document using the following numbering system in the name field: fiscal year-routing symbol-doc type-sequential number<br>04ACB720TVL001<br>04ACB720TVL002 and so on<br><br>Note: For CMD & CTTMS documents, be sure to select doc type CFT. These documents will have a different naming convention. More information to follow from ACX-32.<br><br>*Do not change the automatic number field.<br><br>*Secretary signs and routes the document electronically to the SLS.<br><br>*Employee must have an electronically approved Travel Authorization prior to going on travel.<br><br>*If document is to be canceled, the Secretary will open the original authorization in TeServ, change the doc type to canceled, and sign electronically. IF the trip was taken, enter in the comments section: Trip Taken, no Expenses incurred. Canceled documents do not route back thru the Business Analysts in ACX-5.<br><br>*After canceling the document, the Secretary will send an e-mail message to the appropriate Business Analyst with the traveler's name, document name, and amount; stating the travel was cancelled and whether or not the trip was taken. | *SLS reviews and fund certifies authorizations, vouchers, and amendments in TeServ.<br><br>*If the document does not contain the standard numbering sequence, the SLS will return it to the Secretary for correction.<br><br>*Routes electronically to the approving official.<br><br>*SLS enters the document into the financial system using the standard sequential numbering system for reconciliation purposes.<br><br>*When notified of a document cancellation, the Business Analyst will make the necessary adjustments in FinMan.<br><br>*The SLS provides guidance and advice to customer organizations. |
|---|---|---|---|

| Imaging Service Requests | *Manager reviews and approves the Imaging Service Request and returns to the Secretary. | *Receives all pertinent information from the requestor to prepare the Imaging Service Request CT Form 1730-4<br><br>*Will use the following sequential numbering system: fiscal year-routing symbol-doc type-sequential number<br><span style="color:red">04ACX001IM001</span><br><span style="color:red">04ACX001IM002 and so on</span><br><br>*Forwards the Imaging Service Request to the manager for approval.<br><br>*Forwards the approved Imaging Service Request to the SLS for fund certification.<br><br>**A cost estimate must be included.** | *Reviews and fund certifies the Imaging Service Request.<br><br>*If the document does not contain the standard numbering sequence, the SLS will return it to the Secretary for correction.<br><br>*SLS enters document into the financial system using the standard sequential numbering system for reconciliation purposes.<br><br>*Returns the Imaging Service Request to the originating office for processing.<br><br>*The SLS provides guidance and advice to customer organizations. |
| --- | --- | --- | --- |
| Print Requests | *Manager reviews and approves the Print Request and returns to the Secretary. | *Receives all pertinent information from the requestor to prepare the Print Request CT Form 1720-11<br><br>*Will use the following sequential numbering system: fiscal year-routing symbol-doc type-sequential number<br><span style="color:red">04ACX001PR001</span><br><span style="color:red">04ACX001PR002 and so on</span><br><br>*Forwards the Print Request to the manager for approval.<br><br>*Forwards the approved Print Request to the SLS for fund certification.<br><br>**A cost estimate must be included.** | *Reviews and fund certifies the Print Request.<br><br>*If the document does not contain the standard numbering sequence, the SLS will return it to the Secretary for correction.<br><br>*SLS enters document into the financial system using the standard sequential numbering system for reconciliation purposes.<br><br>*The SLS returns the Print Request to the originating office for processing.<br><br>*The SLS provides guidance and advice to customer organizations. |

| | | | |
|---|---|---|---|
| Telecommunication Requests (TSR's) | *Manager reviews and approves the TSR. | *Secretary receives all pertinent information from the requestor; Creates the TSR (CT Form 1770-17); using the following numbering system:  fiscal year-routing symbol-doc type-sequential number<br>04ACB500TSR001<br>04ACB500TSR002 and so on<br><br>*Secretary forwards TSR to the Manager for approval.<br><br>*Secretary forwards approved TSR to the SLS for fund certification.<br><br>**A cost estimate must be included.** | *The SLS receives approved Form CT 1770-17 containing all pertinent information (i.e., line of accounting and cost estimate), reviews, and fund certifies.<br><br>*If the document does not contain the standard numbering sequence, the SLS will return it to the Secretary for correction.<br><br>*The SLS enters document into the financial system using the standard sequential numbering system for reconciliation purposes.<br><br>*The SLS provides guidance and advice to customer organizations. |
| Training Requests | *Manager receives written Training Request Form printed from the ARA Training Tracking System.<br><br>*Manager approves or disapproves, notifies employee, and forwards document to the Secretary for processing.<br><br>Note:  In the case of quota training, final approval must come from the originating office in the ARA Training Tracking System.  They will notify the individual employees directly, that they are approved to attend, with a copy to the SLS.  The SLS will forward this message to the appropriate Secretaries for information purposes. | *Secretary receives completed and approved written Training Request Form from the manager.<br><br>*Secretary creates training request in IPPS system and routes to the SLS. (Note: An IPPS request should not be created unless the above document has been approved & received).<br><br>*Do not register an employee prior to an IPPS and credit card request form being approved.<br><br>*A copy of the approved IPPS request should be attached to the credit card request form submitted to the SLS for review.<br><br>*Secretary receives completed evaluation form, printed from the ARA Training Tracking System, from the employee.<br><br>*Secretary will then process training history completion in IPPS. | *SLS reviews and approves electronic IPPS requests in accordance with Congressional Law.  Returns approved IPPS to Secretaries' inbox.<br><br>Note:  SLS will review for funding any PR or credit card requests necessary.<br><br>*Upon completion of the course, the employee will send an e-mail message to the appropriate Business Analyst, with a copy to their Manager, stating they have completed the course.<br><br>*The Business Analyst/Training Coordinator will mark the course complete in the ARA Training Tracking system and notify the employee to complete their course evaluation.<br><br>*The SLS enters the document into the financial system using the standard sequential numbering system for reconciliation purposes.<br><br>*The SLS provides guidance and advice to customer organizations. |

| | | | |
|---|---|---|---|
| Overtime/Compensatory Time | *Manager approves all requests for overtime and/or comp time submitted on DOT F 3500.1 | *Secretary receives all pertinent information from employee or Manager for preparing Form DOT F 3500.1, using the following numbering system: fiscal year-routing symbol-doc type-sequential number:<br>04ACX060OT001<br>04ACX060OT002 and so on<br><br>*Secretary submits form to Manager for approval.<br><br>*Provides approved form to the SLS for review and fund certification.<br><br>**A cost estimate must be included.**<br><br>Note:  If overtime is being funded by another organization, Secretary provides a Manpower Card to the employee for completion.<br><br>*Secretary provides the completed manpower card to Accounting NO LATER THAN the Tuesday following the close of the pay period; with a copy to the SLS. | *The SLS receives approved Form DOT F 3500.1 containing all overtime and/or comp time.<br><br>*If the document does not contain the standard numbering sequence, the SLS will return it to the Secretary for correction.<br><br>*SLS reviews, fund certifies, and enters into the financial system.<br><br>*SLS maintains original and returns a copy to the originating office.<br><br>*The SLS enters document into the financial system using the standard sequential numbering system for reconciliation purposes.<br><br>*The SLS provides guidance and advice to customer organizations. |
| Personnel Actions (SF-52's and SF-50's) | *Manager provides pertinent information to the Secretary for the creation of Request for Personnel Action (SF-52's).<br><br>*Manager receives Notification of Personnel Action (SF-50) from the SLS and gives to the employee. | *Secretary creates the Request for Personnel Action (SF-52) in IPPS.<br><br>*Secretary routes to the SLS for review along with a signed hard copy of the SF-52 and all supporting documentation. | *The SLS reviews, logs in the personnel action tracking system and routes the SF-52 electronically to HR.<br><br>*The SLS provides approved hard copy of SF-52 and supporting documentation to HR.<br><br>*SLS receives SF-50 from HR and reviews for accuracy.<br><br>*SLS forwards original SF-50 to the Manager of the customer organizations.<br><br>*The SLS provides guidance and advice to customer organizations. |

| | | | |
|---|---|---|---|
| Service Certificates | *Division Manager will receive completed Service Certificates, from the Division Secretary, for signature.<br><br>*Division Manager will sign and present Service Certificates to the employees at an All Hands, Staff Meeting, etc. | *Division Secretary will receive a listing of those employees due a Service Certificate from the SLS Business Analyst on a quarterly basis.<br><br>*Division Secretary will prepare all Service Certificates and provide to the Division Manager for signature.<br><br>Note: All Service Certificates for 25 years or more must be signed at the SLT level (i.e., ACB, ACX, ACH, ACK, ACF). All Service certificates for 40 years or more must be signed and presented at the ACT-1 level) | *The SLS Business Analyst will run a report from the SLS PAS and provide a listing of employees due a Service Certificate to the Division Secretary for the organizations they support.<br><br>*The list will be provided on a quarterly basis. |
| Control of Employee Personnel Files (EPF's) | *Managers provide SCI and Telecommuting documentation to the secretary to be filed in the EPF. | *Secretaries maintain EPF's in a secured cabinet at the division level.<br><br>*Follow HR EPF guidance. | *The SLS provides documentation for Awards and Performance Appraisals to Secretaries, to be filed in the EPF.<br><br>*The SLS provides guidance and advice to customer organizations. |
| Control of Telecommuting Agreements | *Manager provides a signed Telecommuting Agreement, in accordance with the Telecommuting Guide, to the Secretary. | *Secretary maintains original agreement in EPF<br><br>*Forwards a copy of agreement to ACT-10.<br><br>*The Secretary ensures agreements are updated once a year. | *Provides updated Telecommuting Guidance when received from HR.<br><br>*The SLS provides guidance and advice to customer organizations. |
| Employee Attendance at Outside Meetings | *Manager approves all outside meeting attendance. | *Secretary receives all pertinent information from employee.<br><br>*Prepares FAA Form 3627, and obtains approving signature from Manager<br><br>*Secretary forwards approved form to SLS for fund certification.<br><br>*Secretary files completed form. | *SLS reviews for appropriate accounting information and fund certifies<br><br>*SLS returns original to Secretary for filing.<br><br>*The SLS provides guidance and advice to customer organizations. |

| | | | |
|---|---|---|---|
| CAS LDR - QAR | *Manager provides customized project list to each employee.<br><br>*Manager will review the Non-Compliance Reports from RADS and take appropriate action to resolve the discrepancy. | *Secretary reviews Time & Attendance and CAS LDR's for consistency prior to management approval each pay period; using LDR discrepancy reports.<br><br>*Secretary forwards CAS/LDR guidance received from ACX-31 to all employees within their divisions.<br><br>*Secretary/T&A Clerks will print the Non-Compliance Reports from RADS each pay period and distribute to the appropriate managers for resolution if/when necessary.<br><br>*Secretary trains new employees on how to use the LDR system.<br><br>Note:  Charlie Bilardo, ACX-31, is coordinating establishing access in RADS for the Secretaries. | *The SLS provides assistance to Managers in resolving discrepancies within their organizations as requested.<br><br>*The SLS provides guidance and advice to customer organizations. |
| **Division Travel Card Coordinators | *Manager reviews delinquency reports.<br><br>*Manager counsels employees when necessary. | *Division Secretary provides application forms to employees.<br><br>*Division Secretary receives completed application from employees and submits to Citibank for processing.<br><br>*Division Secretary retrieves delinquency reports from Citibank web-site, and hand deliver to Manager once a month.<br><br>*Division Secretary provides account status to employees if/when requested. | N/A |

**This item is pending and will NOT be effective October 1, but will be re-addressed in the near future with management.

Note:  ACB, ACX, and ACT will have a shared directory which contains an Excel spreadsheet for tracking all log numbers on the documents mentioned above.  The SLS provided the sample format.  Organizations can customize this log as it applies to their employees, provided the numbering sequence remains as stated above.